

# Application Pack



**YMCA**

YMCA  
DOWNSLINK GROUP



**Dear Applicant,**

Tuesday, 01 December 2020

**RE: NIGHT WORKERS (STATIC AND MOBILE ACROSS WEST/SOUTH SUSSEX)**

**CLOSING DATE: FRIDAY 18 DECEMBER 2020**

**INTERVIEW DATE: WEDNESDAY 23 DECEMBER 2020**

Thank you for your interest in joining the YMCA DownsLink Group.

This job pack contains the following:

- ▶ **Job Profile and Person Specification – to refer to on your application**
- ▶ Principal Terms & Conditions
- ▶ Welcome to Applicants
- ▶ The YMCA Movement, Our Vision, About Us and Our Structure
- ▶ Policy on the Recruitment of Ex-Offenders

To apply, use this job pack and person specification to complete the application form and submit via email to [recruitment@ymcadlg.org](mailto:recruitment@ymcadlg.org), preferably as a Word document. Put the job title in the subject bar and ideally save your application as 'your name APPLICATION'. If you would like a form with a dyslexia-friendly font, please get in touch.


If you have not heard from us within 2 weeks of the closing date, please assume that your application was not successful on this occasion.

YMCA DownsLink Group welcomes applications from all sections of the community. We value diversity and promote inclusion, which we demonstrate through our activities, as well as in our policies and working practices. Reinforced by our culture and values, we seek to create an inspiring and inclusive place to work.

***YMCA DownsLink Group requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Successful applicants are required to undertake a full enhanced disclosure via the Disclosure and Barring Service (DBS).***

We look forward to receiving your application.

Yours faithfully,



**Charley Lockie**  
**Recruitment and HR Administration Manager**

# Job Profile **Mobile/Static Night Support Worker**

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**Reporting to** PROJECTS MANAGER  
**Service Area** COMMUNITIES & PROPERTY SERVICES

## Job Purpose

To assist in the provision of supported housing services which support young people to articulate and achieve their aspirations and ambitions, and acquire the skills they need to live independent and fulfilling lives, and keep projects safe, secure, quiet and welcoming throughout the night.

**Mobile Night Workers require a driving license and vehicle access.**

## Organisational Purpose

Our vision is of an inclusive Christian movement transforming communities so that all young people can belong, contribute and thrive. In supported housing this means working in a person-centred way, using a strengths-based, Trauma Informed (TI) approach; we maximise choice and control for young people and we use Restorative Practice to resolve disputes and minimise evictions. From day one of the service, and throughout, we emphasise moving on to independence as the ultimate goal, but we also recognise that the pathway to independence is not linear, and that to be effective our service needs to be flexible and responsive, and allow young people to take managed risks in a safe environment.

*Our values are to welcome all, to support and to inspire*

## Projects

A range of locations and projects across West Sussex are available, including a Mobile Night worker post covering Hove, Worthing and Crawley.

## What you will be doing

### Safety

1. Provide a friendly, welcoming and professional service to young people, visitors and staff when they come in and out of the building at all times
2. Take responsibility for emergency placements (where applicable) at night in line with agreed processes, and ensure newly arrived residents feel welcome and safe.
3. Ensure the project is as safe, secure, quiet and welcoming as possible
4. Identify, keep track of, and share appropriately, the needs and the risks presented by the young person to ensure they can keep themselves safe and that where possible their personal development isn't hindered.
5. Follow Missing Persons protocols
6. Maximise the wellbeing of residents and visitors by ensuring they follow health and safety protocols e.g. around signing in and out, fire safety, etc, and understand and abide by house rules and the terms of their tenure agreement
7. Regularly check the communal areas of housing projects to ensure that noise and potential or actual anti-social behaviour is addressed promptly

8. Deal effectively with, and de-escalate, any instances of threatening, aggressive or violent behaviour
9. Provide an appropriate and compassionate response at times of crisis and liaise promptly with emergency services, and other members of staff e.g. staff at other projects, mobile night team, on call manager, etc, as required
10. Work with Project Workers to address with young people any housing non-compliance issues such as non-payment of rent, poor room condition or rule breaking concerns, using restorative practices and working in liaison with the rest of the team.
11. Keep accurate and timely records of all incidents, accidents and safeguarding issues, and share appropriately e.g. with project staff, the on-call manager, visiting staff, etc., report issues in accordance with policy and procedure, and complete effective handovers with day time staff
12. Complete administrative and housekeeping tasks as directed by the Projects Manager, Deputy Projects Manager or Senior Project Worker including, but not limited to:
  - ▶ Inputting Outcome star data, assessments, reviews, interviews, case notes onto the client database and setting up new residents on the system.
  - ▶ Completing health and safety/compliance checks
  - ▶ Recording estate inspections and room checks
  - ▶ Adding maintenance requests to Pyramid
  - ▶ Creating posters and memos and distributing around projects
  - ▶ Tidying and hoovering the office, lounge, kitchen and ground floor area.
  - ▶ Setting up breakfast club
  - ▶ Updating noticeboards
  - ▶ Archiving ex-resident records and closing down timelines on InForm
  - ▶ Scanning in documents and adding to resident files on InForm
  - ▶ Taking calls from residents and staff in other 24-hour projects
  - ▶ Occasional cleaning of empty rooms
  - ▶ Reviewing CCTV and copying footage when requested

### Success

1. Welcome young people home and provide informal and responsive support which helps young people to articulate and achieve their aspirations and ambitions, and acquire the skills they need to live independent and fulfilling lives
2. Inspire and encourage young people as they seek employment, volunteering and training opportunities
3. Work proactively, creatively and effectively alongside young people to develop their assets and talents.
4. Ensure young people are encouraged to take responsibility and action in their own personal development.
5. Work with Project Workers to coach young people to develop effective tools to minimise and handle life crises
6. Encourage and proactively assist in the development of skills needed to successfully live, learn and work.
7. Use a range of strategies to address disengagement with the service offer
8. Proactively encourage and promote the service/Foyer offer and
9. Contribute to, or support, evening groupwork sessions and activities for young people that provide a platform for their assets and skills to be recognised and developed.

## General

1. Work a rota pattern four days on and four days off, to ensure cover throughout the night, and take responsibility for safe service delivery during periods of lone working, if applicable
2. Participate in development, training and supervision and utilise Reflective Practice Supervision to encourage Trauma Informed care.
3. At all times comply with all YMCA DLG policies and procedures, in particular Safeguarding Children and Adults, and Equality and Diversity, and abide by the Code of Conduct
4. Attend appropriate continuing professional development and training events and be committed to team events
5. Ensure service users are made aware of key processes e.g. complaints, information sharing, getting involved, and clearly record how they wish to receive information e.g. one-to-one meetings, text, large print, language, braille etc.)
6. Carry out any other appropriate duties as directed by the Projects Manager to support and promote the work of YMCA DLG in accordance with the post holders' capabilities.

## Person Specification

- ▶ Experienced in and/or passionate about working directly with young people aged 16-25 and able to engage and relate well to this age group.
- ▶ Some understanding of the key risks, challenges and opportunities for young people
- ▶ Able to inspire and work proactively with young people to develop their talents
- ▶ A confident and capable communicator with the ability to engage, inspire, enhance learning and provoke thoughtful reflection.
- ▶ An excellent planner and organiser, who is able to manage lots of tasks at the same time and keep appropriate records.
- ▶ Motivated and resilient, with a 'can do' attitude.
- ▶ Able to build strong relationships with other professionals in other organisations.
- ▶ A strong team player who can support and challenge colleagues appropriately.
- ▶ Able to solve problems and improve services and resources
- ▶ Able to use a range of methods for persuasion and achieving positive results with young people
- ▶ A good understanding of psychologically informed environments, trauma informed approaches and the principles of restorative practice
- ▶ A good understanding of the commissioning, regulatory and funding regime of supported housing
- ▶ A thorough and up to date knowledge of safeguarding, risk assessment, risk management and managing incidents
- ▶ Knowledge of appropriate services and partner agencies available for signposting and support
- ▶ A good understanding of budget management
- ▶ Commitment to the aims and values of the YMCA DownsLink Group

## Principal Terms & Conditions

### 1. Salary

£22,640 per annum PLUS a £1,500 annual night worker allowance

### 2. Benefits

- ▶ Health Shield Cash Plan: covers the cost (to an agreed limit) of health and well-being treatments
- ▶ Induction and supportive appraisal programmes
- ▶ Life assurance policy: 2x annual salary
- ▶ Company sick pay - up to 5 days in first 6 months, up to 10 days in first year, and up to 20 days after 1 years' service (pro-rata for part time staff)
- ▶ Training and professional development opportunities
- ▶ Competitive stakeholder pension with Legal and General

### 3. Holiday entitlement

27 working days (rising to 29 after 5 years' service) plus all public holidays (pro-rata for part time staff).

### 4. Contract Type

This is a permanent post

### 5. Working hours

Normal hours of work are 37.5 hours per week.

### 6. Working Pattern/Example Rota

Shifts will be on a rolling rota of 4-on 4-off

### 7. Location

Your normal place of work will be Horsham, Crawley or mobile (Sussex South or Mid Sussex)

### 8. Probation

There is a six-month probationary period.



## Welcome to Applicants from the CEO

Thank you for your interest in this role and I hope you find this pack and our website [www.ymcadlg.org](http://www.ymcadlg.org) answer your questions. You probably will have heard of YMCA, the largest and oldest youth charity in the world, but you may not have heard about *us*. YMCA DownsLink Group is a grouping of local YMCAs across Sussex and Surrey, who over the past seven years have taken the decision to work more formally together to increase the capacity and impact of YMCA work in the region. Our last merger was in June 2018 when we welcomed Eastbourne & Wealden YMCA into the organisation. We took our name from a well-known bridle path that connects the South and North Downs called the Downs Link Way, following the merger of Sussex Central YMCA and Guildford YMCA in 2014. So, while we have a long heritage, we are a young and ambitious organisation. This creates opportunities that I hope you will relish.

We believe that the work of the YMCA is transformational, and our vision is built on transforming young lives. At YMCA DownsLink Group our work is targeted towards young lives on the fringes of our society with the aim of helping them to *belong, contribute & thrive*. Our services are focused on five key themes:

- ▶ *Helping young people belong in the local communities they live in*
- ▶ *Supporting wellbeing in young lives*
- ▶ *Keeping children & young people safe*
- ▶ *Helping young people achieve*
- ▶ *Empowering young people to influence*

Last year our services reached over 13,000 young lives across Sussex & Surrey. We are an ambitious organisation committed to further increasing our reach and the impact of our work.

I hope that you are sufficiently interested to read on and find out more about YMCA DownsLink Group and this role. I look forward to receiving your application and wish you well.

I welcome your interest.

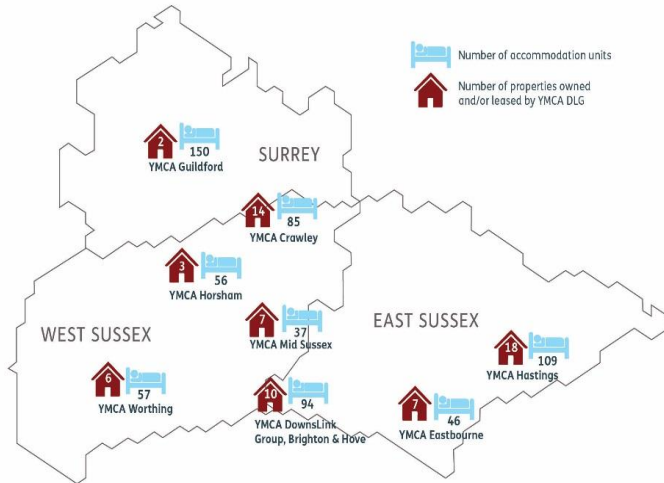
*Chas Walker*

**Chas Walker**  
**CEO, YMCA DownsLink Group**



# YMCA DOWNSLINK GROUP

## Our Localities



## Our Projects



### YMCA SAFE SPACE

Support and first aid for people intoxicated, distressed or injured during a night out



### YMCA WISE PROJECT

Supporting children and young people to stay safe in their relationships



### YMCA ENGAGE

Providing meaningful activity for older adults whilst training young people in a care specific coaching environment



### YMCA RIGHT HERE

Young people promoting health and wellbeing through education, campaigning and influencing



### YMCA YAC

Advice and support for young people aged 13-25



### YMCA CHAPLAINCY

Providing a non-judgemental space to discuss, explore, listen and support



### YMCA EDUCATION & TRAINING

Enabling young people to achieve their full potential



### YMCA POSITIVE PLACEMENTS

Supporting young people in their journey towards education, employment or training



### YMCA CAFÉ

A great place to eat, relax and meet up with friends



### YMCA DIALOGUE

Counselling and therapeutic support for children, young people and families



### YMCA SOCIAL ENTERPRISE SERVICES

Grounds maintenance, landscape gardening, painting & decorating and handyman



# YMCA DOWNSLINK GROUP

## The YMCA Movement

### YMCA

The YMCA is the largest and oldest youth charity in the world. It is a global, faith-based movement responding to the needs of young people around the world. From its humble beginnings in the City of London in 1844, the YMCA has grown to become a worldwide organisation reaching over 55 million members in 119 countries. As the founding 'country', YMCA England & Wales plays an important role in the worldwide movement and as a local YMCA we are committed to be an active member of the YMCA movement nationally and internationally. **Find out more about the YMCA DownLink Group at [www.ymcadlg.org](http://www.ymcadlg.org)**

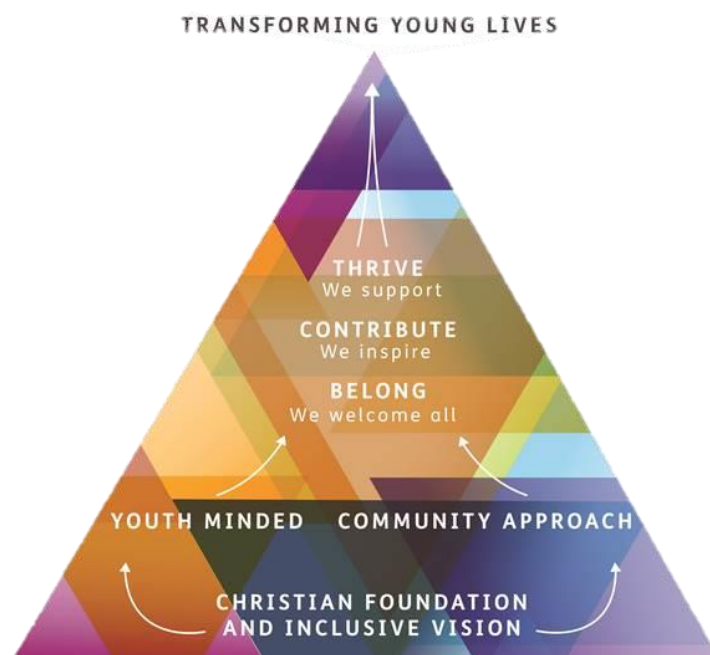
### YMCA England & Wales

The YMCA Movement in England and Wales is a federation of over 112 YMCAs that work across 740 recognised communities in England & Wales. Each YMCA is an independent, self-governing charity that affiliates to the YMCA Federation. [YMCA England & Wales](http://www.ymcadlg.org) supports and facilitates the work of the Federation providing the YMCA with a national voice in supporting the YMCA vision of *transforming communities, so all young people can belong, contribute & thrive*. It also supports YMCAs by promoting high standards of working, sharing best practice, fundraising on their behalf, partnering with them to pilot new projects, and providing training opportunities for their staff and volunteers.

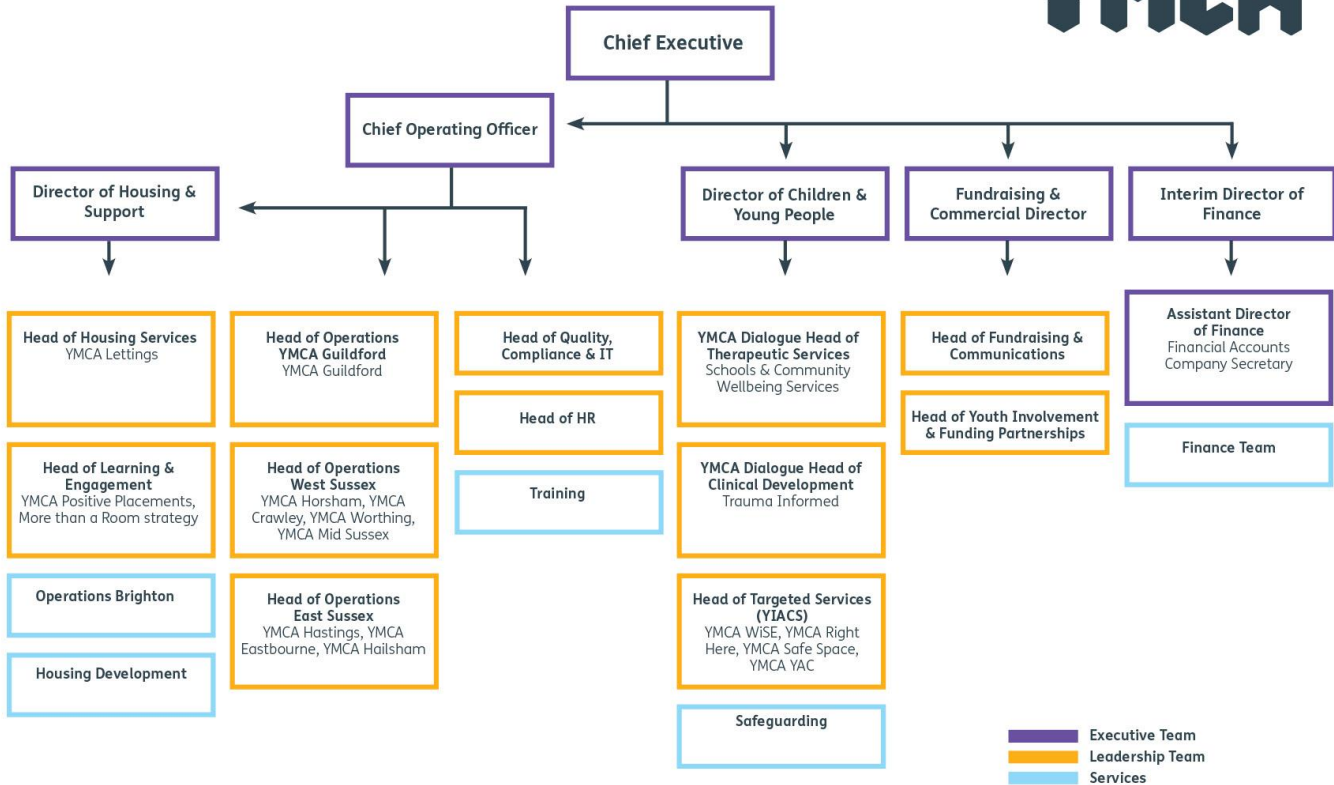
### Our Vision

*Our vision is of an inclusive Christian movement transforming communities so that all young people can belong, contribute and thrive.*

You will need to demonstrate a commitment to our aims and ethos, but **do not** have to be a practicing Christian to be part of our organisation. We value diversity in our staff team to reflect the people that we work with and our aim to be inclusive and celebrating diversity.



**YMCA DOWNSLINK GROUP**



# YMCA DOWNSLINK GROUP

## Policy on the Recruitment of Ex-Offenders

YMCA DownsLink Group actively promotes equality of opportunity for all, with the right mix of talent, skills and potential, and applications are welcome from a wide range of candidates.

We undertake not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for interview based on their skills, qualifications and experience. We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, YMCA DownsLink Group may request details of your entire criminal record or only of 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent under separate, confidential cover to a designated person within YMCA DownsLink Group and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that for the successful candidate, this information will be verified by requesting a Disclosure statement from the Disclosure and Barring Service before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in YMCA DownsLink Group who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

For those positions where a Disclosure is required, application forms and guidance notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with YMCA DownsLink Group. This will depend on the nature of the position and the circumstances and background of any offences. However, as the nature of the YMCA DownsLink Group's work brings its employees & volunteers into contact with young people (those under 18 years old) and/or vulnerable adults, a criminal record or other information which makes an application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, this policy complies with the DBS Code of Practice.

## Declaration of Criminal Background & Guidelines for Working with Young People and/or Vulnerable Adults

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some exemptions from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with young people and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and unspent.

If you are invited to an interview, please bring with you a completed Declaration of Criminal Background Form which is enclosed in this application pack. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked 'Private and Confidential', addressed to the Interview Panel. Your name should be clearly stated on the front.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. The information you provide will remain confidential.

If you are made a conditional offer YMCA DownsLink Group will apply for an Enhanced DBS Disclosure depending on the nature of the job.

The DBS offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. DBS Disclosures are provided by the Disclosure and Barring Service, an executive agency of the Home Office. Enhanced disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the DBS process must comply with the Code of Practice, a copy of which is available on request.

If you have any queries, please speak to a member of the HR team.